

Retreats & Conference Coordinator Job Posting

Holiday Lake 4-H Educational Center is looking for its next team members to help camp achieve its next level of excellence. If you are wanting to be a part of a team that makes a positive impact and has mission driven goals this may be the opportunity for you.

Holiday Lake 4-H Educational Center is an organization dedicated to child development, natural resource education, and creating memorable experiences for guests in a camp setting. HL4-HEC is located in the 20,000 acre Appomattox/Buckingham State Forest on the banks of tranquil Holiday Lake.

Retreats & Conference Coordinator

Starting at \$25,000

Overview

The Retreats & Conference Coordinator has primary responsibility for all aspects of guest experience for Retreats & Conference groups including acting as the primary contact for R&C groups, creating program schedules, setting up spaces, coordinating staffing needs, and initiating a marketing plan that will bring R&C groups to the 4-H Center.

Qualifications

Education:	Bachelor Degree in Recreation, Hospitality or related field, or two years of experience in a related field.
Experience:	Experience in hospitality, customer service, or recreation. Experience in scheduling and logistics. Ability to lift 50 pounds and traverse rough terrain.
Certifications (preferred):	Ability to obtain and maintain Lifeguard Certification. Ability to obtain and maintain Ropes Certification. Ability to obtain and maintain Shooting Sports Certifications.

To Apply: Resumes will be accepted until: November 6, 2017.

Email resumes to: cwhawn@vt.edu

Or

Mail resumes to: Chris Hawn
Center Director
Holiday Lake 4-H Educational Center
1267 4-H Camp Road
Appomattox, VA 24522

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